



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

# WEIGHMASTER - PUBLIC WORKS

*This Position is Part Time with NO Benefits*

### Vacancy Number

16-1111

### Hiring Range

\$11.67 – \$13.19 Hourly

### Opening Date

November 10, 2016

### Closing Date

Open Until Filled

### Submit your completed

### County of Moore

### Application To:

Moore County

Human Resources

P.O. Box 905

Carthage, NC 28327

Phone: (910) 947-6362

Fax: (910) 947-2792

[www.moorecountync.gov](http://www.moorecountync.gov)

### Resumes are optional.

**Incomplete, unsigned, or any application other than a County of Moore application will not be forwarded to the hiring manager.**

**Applications received after the closeout date/time indicated will not be eligible for consideration.**

**Moore County Human Resources Office is not responsible for failure to receive faxed applications.**

**Please take a moment to ensure your transmission was received.**

### ESSENTIAL JOB DUTIES

Performs intermediate semiskilled work operating a weigh station at the county landfill; weighs trucks, inspects contents, prepares charges, receives money, enters data and maintains records; performs random inspection of waste to determine whether toxic or hazardous waste are present; directs customers to proper disposal area; prepares tickets for charge or cash after determining proper disposal of waste; operates computer systems; prepares close out for contract system and county system; prepares cash sheets for systems and counts money to balance accounts; prepares weekly reports on contract system; runs daily and weekly file backups on contract system; receives money and makes changes on systems from cash customers; receives payments from charge customers on systems and posts payments; completes files maintenance on systems; answers phone; performs housekeeping and cleanup duties as needed; performs related duties as required.

### KNOWLEDGE AND SKILL REQUIREMENTS

- General knowledge of weigh station operations;
- General knowledge of the landfill disposal policies and procedures;
- General knowledge of general office procedures and computer skills;
- Ability to use calculator, count money, give change and balance cash drawer;
- Ability to write legibly, produce written reports, and maintain detailed records;
- Ability to establish and maintain effective working relationships with associates and the general public.

### EDUCATION/EXPERIENCE REQUIREMENTS

- High School or equivalent and computer efficiency.
- Scale operations experience preferred.

### LICENSE AND CERTIFICATION REQUIREMENTS

- Must be able to obtain Weighmaster certificate issued by the State of North Carolina within six (6) months of employment;
- Must possess and maintain a valid North Carolina Driver's License.

### SPECIAL REQUIREMENTS

\*\*\*This is a safety sensitive position subject to random drug screenings.

### PHYSICAL REQUIREMENTS

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; Work requires crouching, reaching, fingering, grasping, and repetitive motions; Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; Visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; The worker is subject to inside and outside environmental conditions, noise, and atmospheric conditions.

***The County of Moore is a drug-free workplace and Equal Opportunity employer.***

*In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

*All applicants tentatively selected for this position will be required to submit to a background check, pre-employment background, drug test, and post offer physical.*

***Moore County is an E-Verify Participant***